




Mike DeWine, Governor
Jon Husted, Lt. Governor

Office of Budget and Management

Kimberly Murnieks, Director

Memorandum

To: Fiscal Officers of All Departments, Agencies, Boards and Commissions

From: Kimberly Murnieks, Director 

Date: May 22, 2023

Re: Fiscal Year 2024 Allotment Guidance

As operating budget deliberations continue in the General Assembly, it is time to begin preparing allotment plans for Fiscal Year 2024.

In the first year of a biennium, agencies with appropriations in the Main Operating (H.B. 33), Workers' Compensation (H.B. 31), and Industrial Commission (H.B. 32) budget bills are to base allotment plans using the most recent version of the respective bill. Agencies appropriated in the Transportation budget bill (H.B. 23) should base allotment plans on the enacted version.

The due date for allotment journals is Friday, June 9, 2023. After all budget bills are enacted, agencies will be asked to adjust allotment journals to capture differences between the original journal and final appropriation amounts.

I appreciate your assistance with allotment planning and with each step of the budget process. Should you have questions, please contact your assigned OBM budget analyst.

Control Totals:

- As mentioned above, control totals for initial allotment plans are based on the most recent version of the budget bill in which your agency is appropriated.
- OBM budget analysts will provide agency control totals this week. If, after receiving the control totals, you believe that your agency's figures are incorrect, please notify your OBM budget analyst to discuss.

Quarterly Allotments:

- For FY2024, payroll (500) will be allotted quarterly (i.e., 2024Q1, 2024Q2, 2024Q3, and 2024Q4).
- All other account categories will be allotted annually.



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Due Date and Key Information:

- Allotment budgets must be uploaded to OAKS Financials by **Friday, June 9, 2023**. Agency journals should use the following naming convention: 3-digit agency code, 24, ALT (e.g., OBM24ALT).
- Fiscal Year 2024 will have 26 pay periods, with six pay periods in quarters 2 and 4 and seven pay periods in quarters 1 and 3.
- The allotment journal must have a journal date of July 1, 2023, to be effective in Fiscal Year 2024. Use "Original" as the Budget Entry Type.